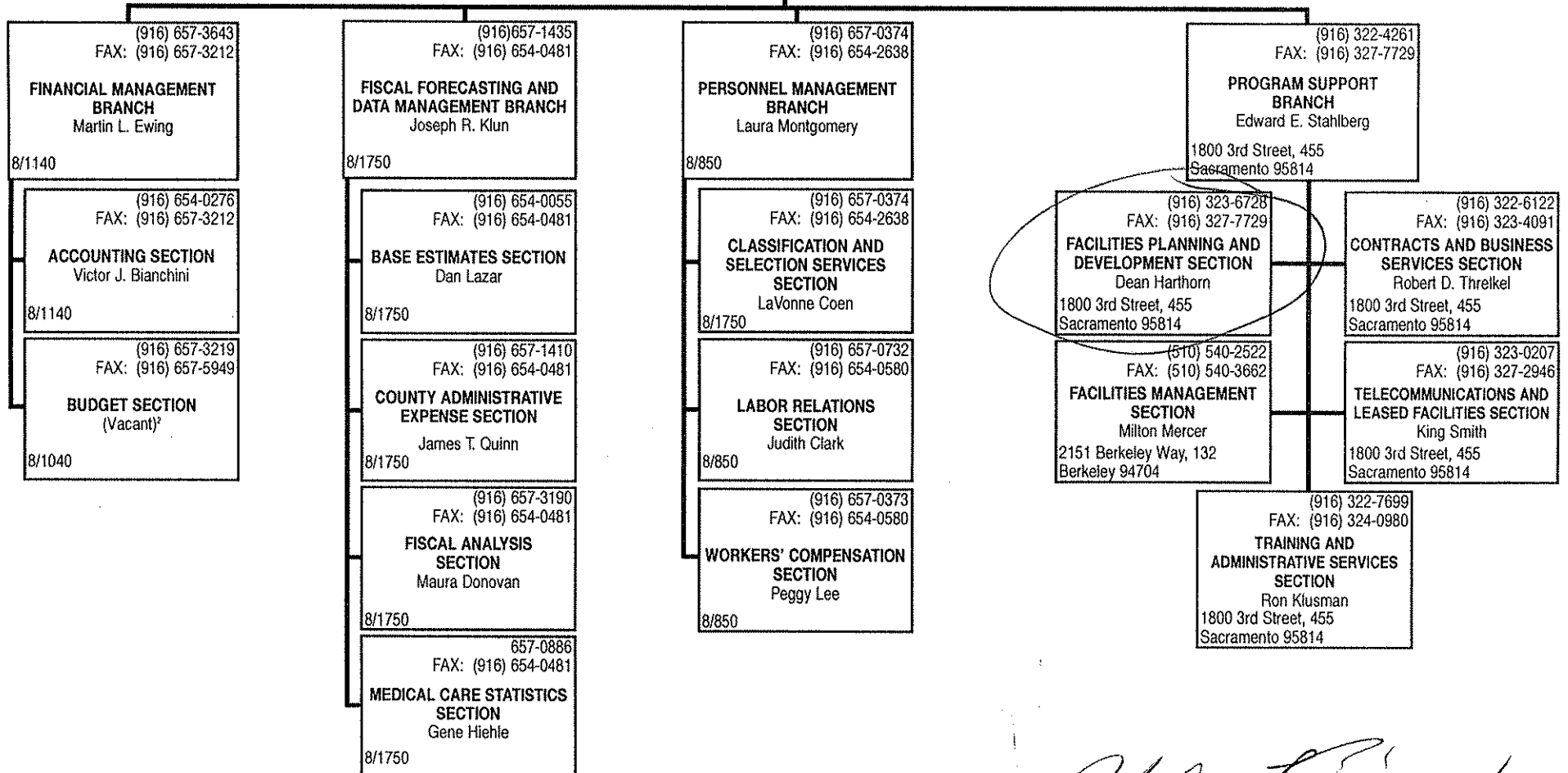


**CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION**

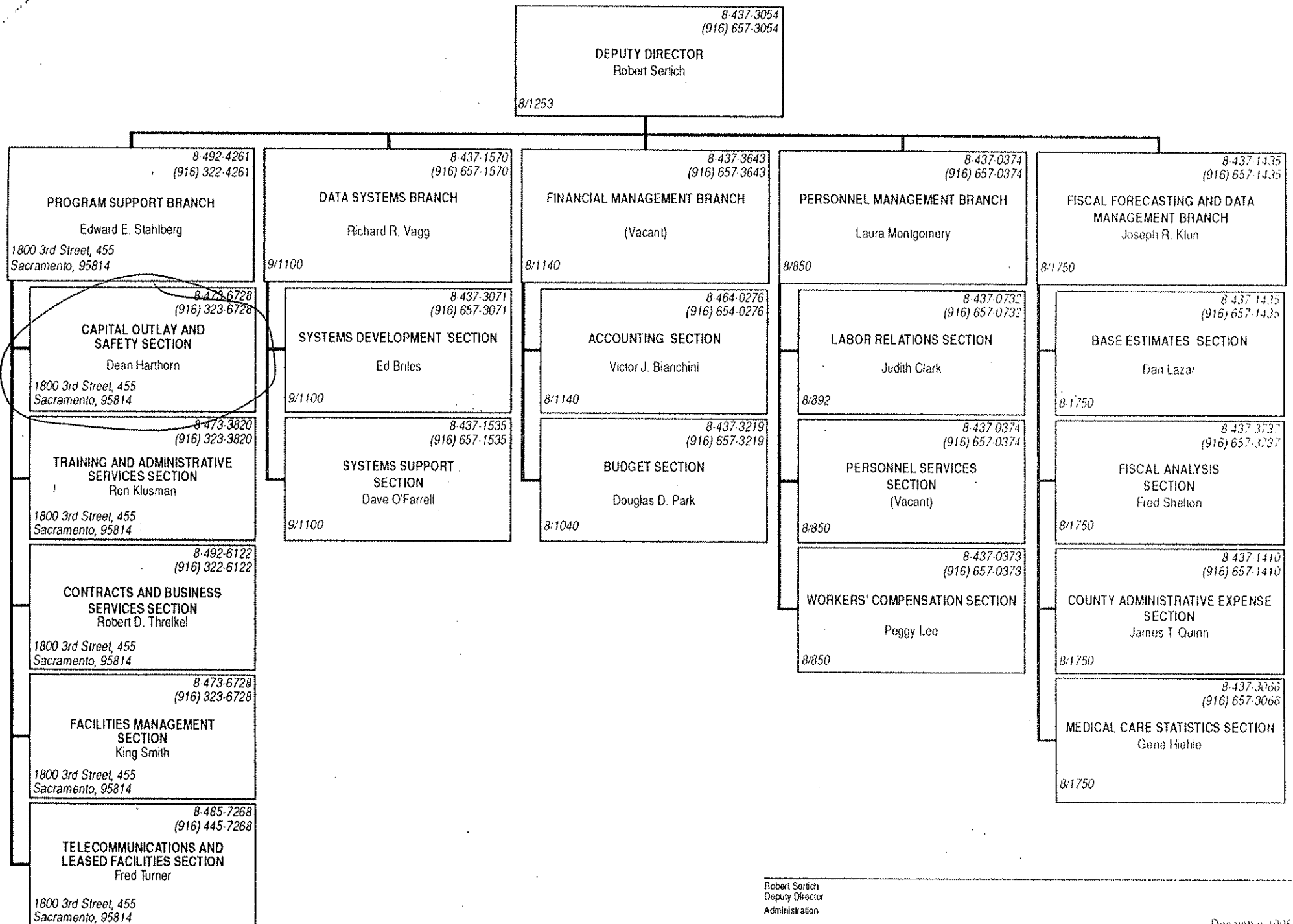
(916) 657-3054
FAX: (916) 657-1156
DEPUTY DIRECTOR
(Vacant)¹
8/1253



1 Martin L. Ewing, Acting Deputy Director, Administration.
2 Mark Shijo, Acting Chief, Budget Section.


Martin Ewing
Acting Deputy Director
Administration

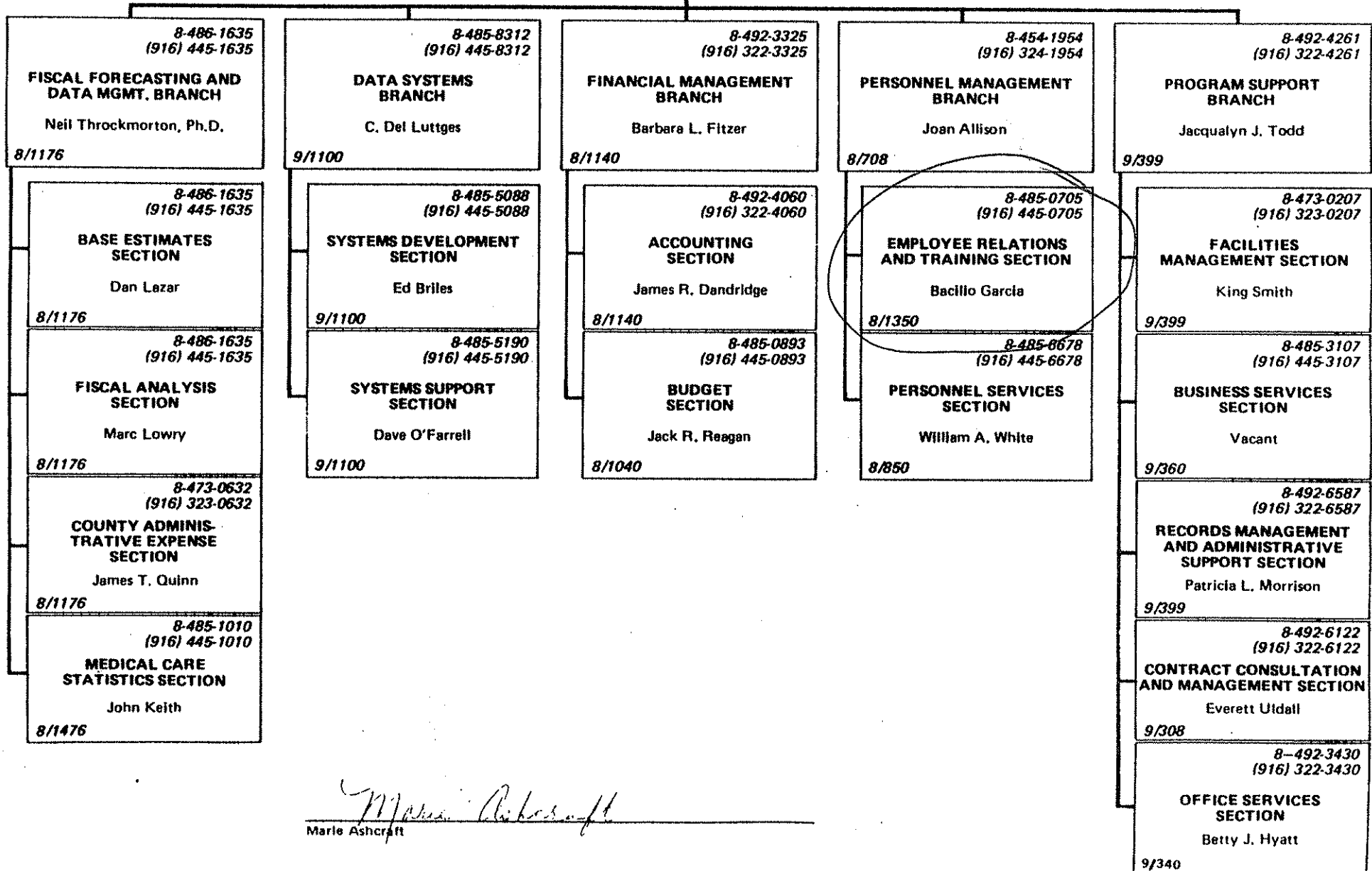
CALIFORNIA DEPARTMENT OF HEALTH SERVICES
ADMINISTRATION



CALIFORNIA DEPARTMENT OF HEALTH SERVICES

ADMINISTRATION

8-485-0260
(916) 445-0260
DEPUTY DIRECTOR
Marie Ashcraft
8/1253



RECORDS RETENTION SCHEDULE

| | | | |
|---|-------------------------------|------------------------------------|----------------------------------|
| Division (1) Administration | Branch(es) Program Support | DHS schedule number (2) H99-013 | Date (3) 8/13/99 |
| Section(s) Facilities Planning and Development | | GS code | Page of pages (4) 1 of 8 |
| Address (number, street, city) 1800 Third Street, Room 455, Sacramento, CA 95814 | | | GS approval number (5) 99-187 |

See instructions on reverse and in SAM 1600

| ITEM NUMBER (Triple space between items) (6) | CUBIC FEET* (7) | CALIFORNIA STATE ARCHIVES USE ONLY (8) | TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9) | MEDIA (10) | VITAL (11) | RETENTION | | | | PRA (Exempt) and IPA (16) | REMARKS (17) |
|---|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|-----------------|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |

The Facilities Planning and Development Section (FPDS) provides on a statewide basis, support services to meet the needs of the Department of Health Services (DHS) by promoting a safety and health work environment in all state facilities leased, owned, and/or operated b DHS. FPDS provides structures and building systems that enable the occupants to fulfill their unique missions through active upgrading and replacement program. This is accomplished by advance planning and through cooperative working relationships with the various DHS programs, the Department of Finance (DOF), the Department of General Services (DGS), and the Office of the State Fire Marshal (OSFM). Through communication with various departments, public health, safety, and welfare of the people we serve.

Schedule contains no vital records.

*Provide total of office and departmental storage only.

RECORDS RETENTION SCHEDULE

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|---|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|---|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| | | | ADMINISTRATION | | | | | | | | |
| | | | <u>Personnel</u> | | | | | | | | |
| 1 | 1 | | Employee Records | P | | Active +2 | | 3 | Active +5 | XI | PRA 6254, IPA 1798.40. Inactive when person is transferred or leaves state service Confidential Destruction. (CD) |
| 2 | 3 | | Attendance | P | | 1 | | | 1 | XI | PRA 6254; IPA 1798.40. CD. |
| 3 | | NOTIFY ARCHIVES | Duty Statements | P | | Active | | | Active | | Becomes inactive when superseded. |
| 4 | | | Work Policies | P | | Active | | | Active | | Becomes inactive when superseded. |
| 5 | | | Achievment Award | P | | 2 | | | 2 | | |
| 6 | | | Work Polices for Exempt Employees | P | | Active | | | Active | | Becomes inactive when superseded. |
| 7 | | | Training (FPDS Staff) | P | | 2 | | | 2 | XI | PRA 6254; IPA 1798.40. CD. |

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RECORDS RETENTION SCHEDULE

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|---|-----------------------|--|---|---------------|---------------|------------------|---------------|-------------|------------------|---------------------------------------|--|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| | | | ADMINISTRATION | | | | | | | | |
| | | | <u>Personnel</u> | | | | | | | | |
| 8 | 3 | | Travel | P | | 2 | | | 2 | XI | PRA 6254, IPA 1798.40. CD. |
| | | | <u>Correspondence</u> | | | | | | | | |
| 9 | 4 | | Chron | P | | 2 | | | 2 | | |
| 10 | | NOTIFY ARCHIVES | Monthly Activity Reports | P | | 2 | | | 2 | | |
| 11 | | NOTIFY ARCHIVES | Committees | P | | 2 | | | 2 | | |
| | | | <u>Equipment and Supplies</u> | | | | | | | | |
| 12 | 1 | | General Information | P | | 1 | | | 1 | | |
| 13 | | | Purchase Request | P | | Active +6 mo. | | | Active +6 mo. | | Becomes inactive after requests are received. |

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| Division (1) Administration | Branch(es) Program Support | DHS schedule number (2) H99-013 | Date (3) 8/13/99 |
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|-----------------------|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|--|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| | | | ADMINISTRATION | | | | | | | | |
| | | | Equipment and Supplies | | | | | | | | |
| 14 | 1 | | Service Orders | P | | Active +6 | | | Active +6 | | Becomes inactive after requests are received. |
| | | | Records Management | | | | | | | | |
| 15 | 1 | | Records Holdings/Disposals/Annual Report and Related Documents | P | | 3 | | | 3 | | Retain three years from date submitted or when no longer need for reference or analysis, whichever is later. |
| | | | Records Retention Schedule | P | | Active | | | Active | | Active until revised, superseded or rescinded. |
| | | | PROGRAM RECORDS | | | | | | | | |
| | | | Capital Outlay Files | | | | | | | | |
| 17 | 2 | | General Capital Outlay | P | | Active +10 | | | Active +10 | | Retain for ten years from date submitted or when no longer needed for reference or analysis, whichever is later. |

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| Division (1) Administration | Branch(es) Program Support | DHS schedule number (2) H99-013 | Date (3) 8/13/99 |
| Section(s) Facilities Planning and Development | | GS code | Page of pages (4) 5 of 8 |
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|---|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|---|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 18 | 2 | | Ten Year Plans | P | | Active +10 | | | Active +10 | | Retain for ten years from date submitted or when no longer needed for reference or analysis, whichever, is later. |
| 19 | 1 | | Financial | | | | | | | | |
| 20 | ↓ | | Budget Change Proposals | P | | 2 | | | 2 | | |
| | | | Budget Letters | P | | 2 | | | 2 | | |
| | | | Projects | | | | | | | | |
| 21 | 5 | | Richmond Laboratory | P | | Active +10 | | | Active +10 | | Retain ten years from date submitted or when no longer need for reference or analysis, whichever is later. |
| | | | Facility Files | | | | | | | | |
| 22 | 2 | | Temple Street | P | | Active +4 | | | Active +4 | | Retain for four years from date submitted or when no longer needed for reference or analysis, or the facility is no longer operational. |

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| Division (1) Administration | Branch(es) Program Support | DHS schedule number (2) H99-013 | Date (3) 8/13/99 |
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|---|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|---|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 23 | 2 | | Berkeley Way | P | | Active +4 | | | Active +4 | | Retain for four years from date submitted or when no longer needed for reference or analysis, or the facility is no longer operational. |
| 24 | 2 | | Acton Way | P | | Active +4 | | | Active +4 | | Retain for four years from date submitted or when no longer needed for reference or analysis, or the facility is no longer operational. |
| 25 | 2 | | Lambie Road | P | | Active +4 | | | Active +4 | | Retain for four years from date submitted or when no longer needed for reference or analysis, or the facility is no longer operational. |
| 26 | 1 | NOTIFY ARCHIVES | Legal State (Bill Analysis) | P | | 2 | | | 2 | | |
| 27 | ↓ | NOTIFY ARCHIVES | Regulations (State) | P | | Active | | | Active | X | Becomes inactive when revised. PRA 6254 (Contains correspondence To or from the Governor.) CD. |

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| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 28 | 1 | NOTIFY ARCHIVES | Policy and Procedures Emergency Plan | P | | Active +2 | | | Active +2 | | Becomes inactive when superseded. |
| 29 | | NOTIFY ARCHIVES | Energy Management Plan | P | | Active +2 | | | Active +2 | | Becomes inactive when superseded. |
| | 34 Total | | | | | | | | | | |

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|---|-----------------------|--|---|---------------|---------------|----------------|---------------|-------------|---------------|---------------------------------------|-----------------|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| | | | Reconciliation: | | | | | | | | |
| | | | 87-301 New 87-301 New | | | | | | | | |
| | | | 1 N 18 P | | | | | | | | |
| | | | 2 26 18 P | | | | | | | | |
| | | | 3 11 19 P | | | | | | | | |
| | | | 4 9 20 P | | | | | | | | |
| | | | 5 19/20 21 B | | | | | | | | |
| | | | 6 P 22 B | | | | | | | | |
| | | | 7 28 23 P | | | | | | | | |
| | | | 8 P 24 P | | | | | | | | |
| | | | 9 P 25 B | | | | | | | | |
| | | | 10 P 26 B | | | | | | | | |
| | | | 11 P 27 P | | | | | | | | |
| | | | 12 P 28 P | | | | | | | | |
| | | | 13 P 29 P | | | | | | | | |
| | | | 14 P 30 P | | | | | | | | |
| | | | 15 B 31 B | | | | | | | | |
| | | | 16 P 32 P | | | | | | | | |
| | | | N = No Longer Required P = Maintained by Personnel Management Branch B = Maintained by Program Support Branch All items are new except 9, 11, 19, 20, 26 & 28. | | | | | | | | |

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